EDIT RECORD FOR MEAL COUNTS - INDIVIDUAL SCHOOL BUILDING (Directions of back)

School			March			Enrollment				
School				Month				Linolinent		
Number of Operating Days Attendance Factor95%										
								mber <u>eligible</u> Paid		
DAY OF	FREE STUDENT	REDUCED STUDENT	PAID STUDENT	TOTAL STUDENT	ADUL NO)	ADULT PAID	ADULT TOTAL	SECOND LUNCHES	
MONTH 1	COUNT	COUNT	COUNT	COUNT	CHAR	IGE	COUNT	COUNT		
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
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19										
20										
21										
22										
23										
24										
25										
26 27										
28										
29										
30										
31										
TOTAL										
	ompare the	lunches to b	e claimed fo	r the month	to the a	ittenda	nce adjuste	d allowable ar	mount *	
FREE eligible X X		_ ^			.00 _	Maximum allowable		Free count for month		
REDUCED eligible X		_ XC	_ Operating days =		.95 = _	: Maximum allowable		* Reduced count for mont		
PAID eligible X		_ XO	_ Operating days = X .95 =			Maximum allowable Paid count for month				
*Count for n	nonth in most	t cases must b	e equal to or l	ess than ma				Paid o See directions f		
EDIT #3 C	ompare Ave	erage Daily P	articipation ((ADP) for cu	ırrent mo	onth to	proceeding	month		
FREE ADP LAST MONTH FREE ADP THIS MONTH Reasonable Question?? REDUCED ADP LAST MONTH REDUCED ADP THIS MONTH Reasonable Question??										
PAID ADP LAST MONTH PAID ADP LAST MONTH PAI				D ADP THIS MONTH				Reasonable Reasonable		

Directions:

EDIT#1

On a daily basis compare the daily counts for each category (free, reduced price, and paid) to the highest number of students reported as eligible to participate. The daily count in each category must be equal or below the highest number eligible.

The first edit tests to see if the number of lunches claimed in each category (free, reduced price, or paid) is in excess of the highest number of students currently eligible. No adequate meal count system could produce a daily lunch count in excess of the highest number eligible in a category. No claim should be made for lunches exceeding the highest number eligible in each category (free, reduced price, or paid).

EDIT #2

Compare the monthly count in each category to the "attendance adjusted" eligible students. "Attendance adjusted" eligible is derived by multiplying the number of children eligible in each category by the "attendance factor" (.95 for lowa).

The second edit tests to see if the number of lunches claimed in each category (free, reduced price, or paid) is at or below the "attendance adjusted" eligible number of students. This edit is a test of reasonableness – it is reasonable, to expect a school to serve no more free, reduced price or paid lunches than there are students who are eligible and are in attendance.

EXCEPTION:

There are schools that have an "attendance factor" higher than 95 percent. It is conceivable to claim at a rate higher than 95 percent but the count must not exceed 100 percent. An "attendance factor" higher than .95 percent must by documented by attendance record on file. Schools that have an attendance factor higher than .95 percent will be notified periodically by the State Agency.

When the daily count in a category is higher than edits 1 or 2 the figures may be incorrect. If the number of lunches counted and recorded is significantly greater that the edit, the school districts and institutions must investigate to determine if the lunch count is in error (and correct the error), or determine and document an explanation which accounts for the higher number of lunches. It may be necessary to review the counting system to assure that it produces an accurate daily count. If the meal counting system and the meal count in question pass review satisfactorily, all the meals may be claimed.

EDIT#3

Compare each school's average daily participation (ADP) by category (free, reduced price and paid) to the preceding month. The "Average Daily Participation" (ADP) is computed by taking the school's total number of lunches served, by category, for a month, and dividing each category by the number of serving days in the month.

The third edit is performed by the school districts and institutions each month prior to the submission of the claim for reimbursement (CNP-1).